

## DEPARTMENT OF THE NAVY HEADQUARTERS UNITED STATES MARINE CORPS WASHINGTON, D.C. 20380

IN REPLY REFER TO 1500 TPILOI305

From: Commandant of the Marine Corps

To: Marine Corps Representative/Instructor, Communications

School, Naval Education and Training Center, Newport,

Rhode Island 02840

Via: (1) Commander, Naval Education and Training Center, Newport, Rhode Island 02840

(2) Director, Communications School, Naval Education and Training Center, Newport, Rhode Island 02846

Subj: LETTER OF INSTRUCTION

Ref: (a) MCO 1521.1

(b) USMC Table of Organization (T/O) Number 5060

(c) MCO 1580.7

(d) U.S. Navy Reg. 1973

(e) MCO P1610.7

(f) MCO P1020.34

(g) MCO 6100.3\_

(h) MCO 5040.6

(i) MCO  $1500.4\overline{2}$ 

(j) MCO P1500.12

- 1. Purpose. Pursuant to reference (a), the purpose of this LOI is to provide you with information and guidance relative to your duties as the Marine Corps representative/instructor at the Communications School, Naval Education and Training Center (NETC), Newport, Rhode Island 02840. Although not intended to be inclusive of every possible situation that may be encountered, this LOI is to serve as a basis for authority, as a source of information, and to furnish policy guidance.
- 2. Cancellation. This LOI cancels all previous LOI's and amendments thereto.
- 3. Background. The billet to which you are assigned was first established in 1974 to provide Marine Corps input to the instruction of amphibious warfare communications to prospective Naval communications officers and to provide information and instruction on Marine Corps communications concepts, techniques and equipment. The billet mission was revised in 1983 to provide instruction for the communications security material system custodian course utilizing both the on-site and mobile training team concept. This revised mission was reaffirmed in 1986 as the primary responsibility of the Marine Corps representative/instructor.
- 4. T/O Sponsorship. Reference (b) establishes the T/O for the Marine Corps representative/instructor at the Communications School. All Marine Corps T/O's are prepared and published by

this Headquarters (MPC). The Deputy Chief of Staff for Training has cognizant responsibilities for T/O Number 5060, instructor/administrative personnel with joint and other service schools. The Deputy Chief of Staff for Training is therefore the primary point of contact for requests for information and assistance. As your T/O sponsor, the Deputy Chief of Staff for Training should be informed of significant issues raised with other Services -- especially those which might have an impact on Marine Corps education/training policies.

- 5. Staff Personnel. The billet of Marine Corps representative/instructor is furnished to the Director, Communications School, in response to an agreement between the Marine Corps and the U.S. Navy. Any officer assigned solely as the Marine Corps representative is assigned at the request of the Commandant of the Marine Corps and with the concurrence of the U.S. Navy, and is assigned in addition to the regular support personnel which may be assigned to the major training commands or geographical areas. This officer should be considered as a special staff officer and a member of the staff of the school's director.
- a. You are encouraged to conduct direct liaison with this Headquarters (T), (C4), and (MM) in recommending desirable attributes and qualifications for your successor.
- b. You are carried on the rolls of the Marine Corps Administrative Detachment, reporting unit code 53103, NETC, Newport, Rhode Island, where all official personnel files are maintained.
- 6. Administrative and Logistics Support. Administrative support is provided by the Marine Corps Administrative Detachment, Newport, Rhode Island. Logistical support is provided by the Communications School. Pursuant to reference (c), an interservice support agreement is currently not in effect and one is not required.
- 7. Status and Guidance. You are the designated representative of the Commandant of the Marine Corps to the Director, Communications School. Your primary duty as the representative of the Commandant is to ensure that all matters pertaining to the Marine Corps and its personnel are efficiently and properly considered at your duty station. You shall undertake all missions, including local and onsite communications security material system custodian course instruction, assigned by the Director, Communications School.
- a. Spokesman. You are the designated spokesman of the Commandant of the Marine Corps at the Communications School in all matters pertaining to the Marine Corps.

- b. Routine Matters. You will be guided in all routine matters by existing Marine Corps regulations, policies, and agreements with the service school to which you are attached.
- c. Nonroutine Matters. In nonroutine matters or those not covered by, or conflicting with, an existing regulation, policy, or agreement, you will make direct liaison by letter, telephone, or personal visit, with the Deputy Chief of Staff for Training, or the appropriate staff section of this headquarters for quidance.
- d. Senior Officer Present. Chapter 9, paragraphs 0904 through 0910, of reference (d) contains broad guidance applicable to the senior officer of the Marine Corps present within a prescribed geographical area. These paragraphs establish the authority and responsibilities of the senior officer including making his identity known. Additionally, guidance is provided regarding reports and calls by juniors on the senior officer present. It is your responsibility to remain apprised of the relative seniority among Marine Corps officers within your geographical area and to take those actions appropriate within the provisions of reference (d).
- e. <u>Performance Evaluation</u>. The reporting senior for Marines assigned duty as instructors, support personnel, or students will be the individual officer immediately responsible for that Marine's performance, regardless of branch of service and in accordance with reference (e). The report should be reviewed within the normal chain of command, where possible. If it is not feasible to review the fitness report in the normal chain of command, the report will be forwarded to this Headquarters (T) for review.
- (1) The Director, Communications School, is the reporting senior, and the Senior Marine/Marine Corps Representative, Naval War College, Newport, is the reviewing officer of the Marine Corps representative/instructor.
- (2) The completed fitness report will be forwarded to this Headquarters (MMPE).
- f. Legal Matters. This LOI does not empower the Marine Corps Representative, Communications School, to impose nonjudicial punishment (NJP). The Officer in Charge, Marine Corps administrative detachment, is authorized to impose NJP on enlisted Marines attached to that unit. In addition, all Marines assigned to the Communications School for duty or as students are subject to the disciplinary authority of the Commander, NETC, who may impose NJP and exercise general court-martial convening authority. The separation authority for the Marines attached to the Marine Corps administrative petachment is the Commanding

General, Marine Corps Development and Education Command, Quantico, Virginia. Should a Marine attached to the Marine Corps administrative Detachment request mast, the Inspector General of the Marine Corps will designate a general officer to conduct the request mast on a case by case basis. Should the request mast refer to matters under the control of the Commander, NETC, it should be addressed to that commander in accordance with Navy procedures.

- 8. <u>Liaison Duties</u>. The Marine Corps representative provides direct liaison between the Communications School and the activities and personnel of the Marine Corps. Such liaison should include the acquisition and exchange of pertinent information, coordination of visits, as requested, and advice/assistance concerning Marine Corps personnel.
- a. Other Services. Although your billet is directly related to the Communications School, you should attempt to satisfy all valid requests for assistance and advice tendered by other organizations located aboard your base and by any other service agency located in your immediate area.
- b. Marine Corps Commands. In order to provide accurate information on the latest Marine Corps policy, doctrine, and developments, direct liaison is authorized and encouraged with the Marine Corps Development and Education Command and the landing force training commands.
- c. Headquarters Marine Corps. You are authorized and encouraged to deal directly with the various divisions and departments of this headquarters in carrying out your duties, including personal liaison visits as necessary. Matters affecting the scope of your responsibilities and status, however, as discussed herein, shall be referred to this Headquarters (T).
- d. Social Functions. You will represent the Marine Corps at official and social functions.
- 9. Administrative/Instructional Duties. You may undertake other activities if they do not conflict with the full and efficient accomplishment of your primary mission. Such activities include all duties and collateral duties assigned by the Director, Communications School.
- 10. Marine Corps Personnel. You will furnish guidance on Marine Corps policy and provide assistance to all Marine Corps personnel either enrolled at the Communications School or assigned to an onsite course. As the Marine Corps representative, you will be regularly informed of Marine Corps policies, programs, and matters of interest. It is essential that this information reach every Marine under your cognizance, that you ensure the needs of

these Marines are met, and that each of them understands his individual and collective responsibilities as a Marine and as a student. A close and continuing professional relationship between yourself and these Marines must be established and maintained.

- 11. Standards. You are charged with the responsibility for ensuring that professional and exemplary standards of performance, personal appearance, and physical fitness are met by your assigned Marine Corps students. You are directed to conduct periodic personnel inspections of Marines enrolled at the Communications School at such times as you deem necessary. inspections will be in accordance with current Marine Corps directives. Personal grooming standards are set forth in reference (f) and Marine Corps bulletin series 1020. fitness testing will be conducted in accordance with reference (q). These actions are intended to enhance the Marine Corps' status as an elite force of professionals, dedicated to keeping itself tough, lean, and fully combat-ready. Therefore, as the Marine Corps representative to a sister service activity, you must consistently set a high example of personal and professional excellence. You and the Marines under your charge or cognizance, though few in number, will be conspicuous. To the military personnel of the other services with whom you associate, you will, in fact, be the Marine Corps. Everything you do will reflect directly on the Corps.
- 12. Policy and Doctrinal Guidance. You will prepare, review, and evaluate pertinent courses and instructional materials relating to the Marine Corps, as requested by the Communications School. In this capacity, you will:
- a. Advise this Headquarters (T) of changes in training programs and policies affecting Marine Corps personnel.
- b. Make recommendations to this Headquarters (T) on any aspect of local education/training programs which could be pertinent to Marine Corps requirements.
- 13. <u>Inspector General's Inspections</u>. The schedule of visits by the <u>Inspector General</u> of the Marine Corps is promulgated in reference (h).
- 14. Reports. This standard paragraph and references (i) and (j) are not currently applicable to the Marine Corps representative/instructor at the Communications School, NETC, Newport, Rhode Island 02845.
- 15. Changes. You will review this LOI annually and report to this Headquarters (T) on the currency and validity of its contents. The report should be forwarded by the anniversary date

of issue. Additionally, in order that this LOI may be maintained in a current status, recommended and/or required changes shall be submitted as they occur.

F. E. SISLEY

Deputy Chief of Staff

for Training

Copy to:

OIC, MarAdminDet, NETC